

**DEPARTMENT OF EDUCATION  
JOB OPPORTUNITY  
GENERAL TRADES WORKER  
BULLARD-HAVENS TECHNICAL HIGH SCHOOL**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE**

**Open To:** The Public

**Location:** 500 Palisade Avenue, Bridgeport, CT 06610

**Hours:** 6:00 a.m. – 2:00 p.m.

**Salary:** \$41,180 – \$53,645

**Closing Date:** March 14, 2014

**Posting #:** 58146

**EXAMPLE OF DUTIES:**

Performs highly skilled maintenance and/or construction work requiring the application of trade skills, codes, and standard trade practices in a variety of trade areas including but not limited to: electrical, plumbing, carpentry, HVACR, glazing, masonry, painting work, etc; makes estimates of time, personnel, and material required on assigned tasks; keeps necessary records; in smaller trade areas, may be the sole worker running a skilled trade area; performs duties related to the trade or trade areas as required; may operate and maintain heavy earth moving equipment; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of and ability to apply the standard tools, materials, methods, and practices of a variety of trade areas; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records.

**GENERAL EXPERIENCE:**

Four (4) years' experience in one or more trade areas.

**SPECIAL EXPERIENCE:**

Two (2) years of the General Experience must have been performing skilled trade functions in one or more trade areas.

**Note:**

For State employees, the Special Experience will be interpreted at or above the level of Skilled Maintainer or Department of Transportation Maintainer 2. Housekeeping, custodial, and food services duties will not be considered as qualifying experience.

**PREFERRED EXPERIENCE:**

The preferred candidate has experience performing related work in a school environment.

**SUBSTITUTION ALLOWED:**

1. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.
2. Two (2) years' experience as a Qualified Craft Worker Intern may be substituted for the General and Special Experience.

**SPECIAL REQUIREMENT:**

Incumbents in this class may be required by the appointing authority to possess an appropriate license or permit.

**PHYSICAL REQUIREMENT:**

Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

**WORKING CONDITIONS:**

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**APPLICATION PROCEDURE/REQUIRED DOCUMENTS:**

**All required documents must be received by close of business on the closing date in order to be considered for an interview.**

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings.

**Note:** Current State Department of Education employees in the NP-2 bargaining unit are required to submit the CT-HR-12 application only.

**Bullard-Havens Technical High School  
500 Palisade Avenue  
Bridgeport, CT 06610  
ATTN: Annette Segarra-Negron, Business Manager  
TEL: (203) 579-6333  
FAX: (203) 579-6904**

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/American with Disabilities Act Coordinator  
State of Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2071  
[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)  
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty  
Education Consultant  
Connecticut Technical High School System  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education  
Office for Civil Rights  
5 Post Office Square, Suite 900  
Boston, Massachusetts 02109-3921  
617-289-0111

Fax number: 617-289-0150

TTY/TDD: 877-521-2172

(Matters related to race, color, national origin, age, sex and/or disability)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**